



Base Bulletin

Vandenberg AFB, CA 93437-0759



23 May 2001

No. 21

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II - OFFICIAL

1. 30th Communications Squadron:

a. Need EMSEC training? Look out for a global e-mail announcement called: "PC Training Schedule" by Ms. Lexi Schwartz, from our MCA Contractor. In addition to EMSEC, you will find other security training opportunities for: Unit Computer Security Manager, Computer Certification and Accreditation, and SATE training courses. To register, or for additional information, contact Ms. Lexi Schwartz (Lexi.Schwartz@vandenberg.af.mil). For questions only, not reservations, call MCA at extension 6-3771. (30CS/SCBI, 5-2352)

b. Need to Obsolete a Form? The OPR notifies the forms manager when a form is obsolete, per AFI33-360V2, 1.5.7. For 30th Space Wing, or 14th Air Force Forms, address notification to 30CS/SCSPP-DCI. (30CS/SCSPP-DCI, 6-7892-4)

c. Revised Records Management Checklist: The revised Base Records Management checklist 30 SWI CL 33-12A is out on the Vandenberg Electronic Publications Distribution Library. Please review for currency. (OPR: 30 CS/SCBR, 6-4212)

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Shipping/Receiving Packages via Federal Express: Attention all base organizations that ship and/or receive packages via Federal Express: Under the DoD approved GSA contract, FedEx is authorized to transport unmarked classified packages to up a classification of SECRET. Any packages you receive from FedEx must be treated as classified material until it is determined to be otherwise. When shipping classified items, they must be processed through TMO Cargo Movement unless other arrangements have been made. TMO must be advised on the classification level. Any questions may be directed to MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Vandenberg Commissary:

a. Commissary & Mini-Comm Hours for Memorial Day: In Observance of Memorial Day, the Commissary and Mini-Comm hours will be:

28 May 01 Both Stores Closed

29 May 01 Main Store Closed

29 May 01 Mini Com Opens 0600-2100. Normal Hours. (DeCA/WP.VRG, 5-8803)

b. Case Lot Sale: A case lot sale is scheduled for 1-2 Jun 01. During this sale, there will be food samples, drawings, a lot of fun and excitement and additional savings on many items. Come join us and have fun while you save. POC: Verona Johnes, 734-3354 x225. (DeCA/WP.VRG, 5-8803)

c. Commissary Scholarship Recipient Announced: The Vandenberg Commissary winner for 2001 is Tia Flowers, daughter of MSgt (Ret). & Mrs. Timothy Flowers of Lompoc. Ms. Flowers will graduate from Cabrillo High School in June and will attend Biola University in La Mirada CA in the fall. She is one of 391 scholarship award winners through the Scholarships for Military Children program. (DeCA/WP.VRG, 5-8803)

4. 30th Security Squadron Information:

a. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Police Services, 5-0792. (30 SFS/SFOSP)

b. Vacation Quarters Check: If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Law Enforcement Desk, Bldg. 13675. For more information, call Police Services, 5-0792. (30 SFS/SFOSP)

c. Firearms Registration: IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1., all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

5. Air Force Reserve, Palace Chase Briefing: 12 Jun 01, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, you must first attend this briefing. For more information, call MSgt Kartheiser (AF Reserve Recruiter, 6-2704). (30 MSS/ISR)

OFFICIAL

STEPHEN L. LANNING
Colonel, USAF
Commander

SUSANNE BRIXLER-STAAH
Chief, Publishing Management

SECTION III – UNOFFICIAL

Lompoc Civic Theatre: LCT presents it's latest production, "Shop 'Til You Drop...Dead!" by Craig Sodaro, at the Historic Belluz Victorian House, 1113 North A Street, Lompoc. The production is about the cast and crew of the hit TV game show, "Shop, Shop, and Bankroll," who come to town to tape a few shows. Can you guess what happens? The Dinner Theatre will be presented 25 May 01, 22 Jun 01, 27 Jul 01, and 24 Aug 01. A performance will be held on 23 Jun 01 at the Pacific Coast Club. Reservations are a must. Tickets are \$20 per person. For additional information, please call 735-ACT1. (NASA/KSC, 5-3380)

Community Support Center: Pre-Register for all Classes, Workshops and Seminars. (30MSS/DPF)

a. Job Information Expo: 23 May 01, 27 Jun 01, 1000-1030. Come to find out information on local job employment opportunities and sources. Find out who's hiring and who's not. Find out how to add your resume to the AF and local websites.

b. VA Home Loan Class: 23 May 01, 1330-1530. One of the major Veterans' benefits is the VA Home Loan Guarantee. VA home loan guaranties are made to service members, retirees, reservists, and unremarried surviving spouses for the purchase of homes, townhouses, condominiums, mobile homes and for refinancing of loans. Learn how to shop around and apply for this special home loan program. Gain understanding of basic terminology, learn processing procedures, as well as some of the pitfalls. For more information, call 6-4491.

c. WIC Office Comes To You: 24 May 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.

d. Reading Group: Women's Interest Group will meet 24 May 01 and 28 Jun 01, 1200 at the Library.

e. Individual Retirement Accounts: 25 May 01, 1100-1200. Today's IRA's offer greater flexibility and incentives for saving than ever before. Learn how to determine the best IRA choice for you and your family. To register call 6-4491.

f. Interviewing and Dress for Success: 30 May 01, 0900. Make a statement, and get the job! Learn what to wear and what "not" to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

g. Financial Basics: 31 May, 25 June, and 30 Jul 1000-1200. Learn financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count!

h. Computer Resource Room: 0800-1600, call 6-0801 to reserve time slots. You will find computer support for completing the Federal Job Kit, resumes, and applications. The Scholarship Resource Network is available. Internet connection is available for transition, relocation, and family member employment needs. Local and nation-wide opportunities are posted, and a selection of employment research books are available for check out.

i. Nursing Mom's Program: This program provides grants to rent electric breast pumps for ADAF families enrolled in Family Advocacy's New Parent's Program. The Family Advocacy Nurse Specialist determines the need. Call 5-8551 to learn more.

j. The Food Pantry: The Food Pantry is a volunteer program that assists military personnel and their family members experiencing financial hardship by collecting and distributing donated food and other products. Families are provided with a certain amount of food to help them get through a payday-to-payday existence. In addition, Ms. Darlene Horne distributes USDA commodities to qualified families according to income. The following donations are always needed and appreciated: Cereal, Rice, Peanut Butter, Beans, Pasta, Soups, Baby Formula, Crackers, Cookies, Baby Food, Canned Fruits/Vegetables, Basic Essentials. For more information call 6-2960 or 6-0039.

k. Information and Referral: The I & R helps you determine your needs and refers you to the right resource. The I & R program is designed to give information on programs and services offered in the Vandenberg Community; on and off base. Call your Information & Referral contact if there is a service, program, location, or phone number you are looking for. Receive information on such topics as: Adoption, ARC Teen Babysitter Lists, Citizenship/ Immigration, Elder Care, Local Area Info, Speakers Bureau, Family Home Daycare Providers, Maps/Phone Books, Santa Maria & Lompoc Preschool Lists, Local Clubs/Assoc./Support Groups, and more! Dial 6-INFO (6-4636) and get the information you need.

l. Volunteer Resource Program: Fill your free time or learn new skills. Ms. Agramonte assists active duty, family members, retirees, and DoD civilians with volunteer placement, either on or off base, with local agencies. To volunteer, call 5-8557.

m. Dial-A-Story: 6-4300. This telephone story telling service is available free of charge, 24 hours a day. Stories are changed every Monday and feature a wide variety of entertainment for children.

n. Microfit Assessment: Have an accurate assessment of your physical condition performed. The assessment includes measurement, body weight, body fat, blood pressure, flexibility, cardiovascular conditioning, absolute strength, dynamic strength, and a health risk appraisal. Appointment is required, so call 6-2221.

o. Airmen's Attic Program: Donated house wares, furniture, baby items, small appliances, mattresses, and other necessary items to set up housekeeping are available to keep for military personnel E-5 and below, and all others if there is a need. An AF Form 552 obtained from your Unit

First Sergeant is required to access the Attic. Call 6-5484 to arrange a pick up time. Donations are always welcome.

30th Services Squadron (30 SVS/SVK, 6-0276)

a. **Pacific Coast Club** (For details on any club functions please call 734-4375 or 734-4376).

Entertainment

- Every Friday **Club Card Drawing**. Don't miss out on your chance to win the Jackpot. Drawing is every Friday between 1700-2000. Must be present to win.
- 24 May, 2100-0200. **DJ in the Hawk's Nest**.
- 25 May, 1900-2300. **Karaoke Night in the Hawk's Nest**.
- 25 May, 1700-1800. **Social Hour**.
- 27 May, 2100-0400. **All Nighter in the Hawk's Nest**.

Menu

- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
 - **Thursday Dining** menu, 1800-2000.
 - 22 May 01. Family Night / **Ribs & Chicken Buffet**. \$8.95.
 - 23 May 01. Members Special / 2 for 1— 10oz. **Top Sirloin**. \$9.95.
 - 24 May 01. **Mongolian BBQ**, \$5.95 (\$.95 per additional oz.)
 - 29 May 01. Family Night / **Mexican Buffet**. \$8.95.
 - **Family Night:** Tuesday night is “Family Night” at the Club. Children under 10 years eat free from the children's menu when accompanied by an adult. Limit two children per one adult. No take-out orders. 1800-2000.
 - **Foggio's:** Call and order ahead at 5-7800.
 - **May Special:** Sundays & Mondays: Get a large two-topping pizza for just \$10.
- b. **Fitness Center:** (30SVS/SVMP, 6-3832)
- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
 - 31 May 01, 0900. **Volsmarch & Fun Walk**. Starts at the Pacific Coast Club patio. Be a part of May Fitness Month.
- c. **Family Aquatics Center:** (30SVS/SVRO, 6-3581)
- 28 May 01, 1200-1600. Memorial Day open swim. Active Duty, \$2.00; Children 14 and under, \$1.00.
- d. **Bowling Center:** (30SVS/SVK, 6-3209)
- **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
 - **Summer League:** Today through 25 May 01. Summer League begins.
 - Beginning 27 May 01 the Bowling Center will be **closed on Sundays**. Sunday hours will return in September.
- e. **Services Center:** (30SVS/SVYR, 5-8974)
- **Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Located in the Services Center. Call for appointments at 605-4748.
 - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
 - ITT Trips:
 - 2-3 Jun 01. **Las Vegas Turnaround**. \$40 per person (transportation)
 - 9 Jun 01. **Reagan Library and Museum**. \$35 per person (transportation)
 - 17-19 Jun 01. **Sequoia National Park**. \$160 per person shared room / \$240 single room (transportation)
 - 22 Jun 01. **Dodgers vs Padres**. \$35 per person (ticket and transportation)
 - 24 Jun 01. **Getty Museum**. \$35 per person (transportation)
 - 14 Jul 01: **Santa Barbara French Festival**. \$25 per person (transportation)
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
- 26 May 01, 1800-2000. **Family Skate Night**. \$2.00 per person.
 - 23 May 01. Sign up deadline for the **Six Flags Trip** on 8 Jun -1. Cost is \$25. Seats are limited.

- **Parents Advisory Board!** Stop by the first Wednesday of every month for a Parents Advisory Board Meeting.
- **Summer Day Camp:** Registration dates for Summer Camp starting in June.
 - Now through 25 May 01: Child Development Center.
 - 29 May 01: Open Registration.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
 - 24 May 01, 0730. **Open Play Shotgun Tournament.**
 - 24 May 01, 1300. **CES Shotgun Tournament.**
 - 30 May 01, 1000-1200. **Organizational Tournament.**
 - **Junior Lessons:** Saturdays at 1330, with Bob Kotoski. Cost is \$5 per child. No sign up needed.
 - **Ladies Priority:** Every Wednesday 0830-0900.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
 - **Open Skeet and Trap Shooting:** Every Wed, Fri, Sat, and Sun at 0830, except for special events.
- i. **Library:** (30 SVS/SVT, 6-6414)
 - **Internet is Here!** The library now has Internet access available.
- j. **Skills Development Center:** (30SVS/SVRS, 6-9487)
 - Due to much needed repairs to equipment, the metal engraving services will be closed until 28 May 01.
- k. **Outdoor Recreation:** (30SVS/SVRO, 6-5908)
 - **Kern River Rafting Trips:** 2 or 3 Jun 01. Sign up for a rafting adventure on either date. Eighteen spots are available for each trip. Lunch, transportation, and equipment provided. Must be at least 16 years of age. Cost is \$55 per person. Sign up deadline is 30 May 01.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

- a. **Scholastic Aptitude Test (SAT):** 26 May 01. The next Scholastic Aptitude Test (I) is scheduled for Saturday, 26 May 01 at 0800, Bldg 14002, provided enough people are scheduled. This test is for military personnel only. The SAT I is a three-hour test, primarily multiple-choice, that measures verbal and mathematical reasoning abilities. SAT scores are required for various commissioning programs. Call the Education Center, at ext. 5-5904, for an appointment.
- b. **Memorial Scholarship:** 30 Jun 01. The Aerospace Education Foundation will award a \$1,000 scholarship to an active duty full time guard or reserve (officer or enlisted) Air Force Association member who is pursuing a Master's degree in a non-technical field. To be eligible, the Air Force member must be a current member of AFA. The deadline for applications is 30 Jun 01 (postmarked) and the scholarship will be awarded in September. Requirements, selection criteria and applications can be obtained on the AEF website, <http://www.aef.org> or at the base education office. If you have questions, please contact Jancy Bell at 800-727-3337 ext. 5801 or by email at AEFstaff@aef.org or the base education office at 5-5904.
- c. **University of La Verne Summer Registration:** 11 Jun 01. Register for Summer term 25 May 01 through 8 Jun 01 for both Graduate and Undergraduate students. Classes meet once a week starting 11 June 01. Classes are open to both military and civilians. For more information call 734-1306, 605-5917 or fax 734-1158.
- d. **Allan Hancock Summer Registration:** Walk through registration is 12 & 13 Jun 01 from 0900-1900. Late registration is 18 - 20 June from 0900-1800. Classes begin 18 Jun 01. Effective January 2001 military dependents attending Allan Hancock can now enroll at the resident tuition rate of \$11.00 per credit hour. Highlighted courses for this summer are Engr 100 - Intro to Engineering Mon 6-8:15, Art 132 - Landscape Painting Sat 9-12:15, Speech 101 - daily 12-1:25. For Questions contact Allan Hancock 734-3500 or 605-5915.
- e. **CALPOLY Master's Degree Program:** 22 May 01, 1620-1700. Cal Poly will be having a program presentation on their **Master's Degree in Aerospace Engineering** on 22 May from 1620 to 1700 at the base education office. This is a distance education program with classes here on Vandenberg AFB. For questions contact base education 5-5904
- f. **CALPOLY Summer Classes:** The Aerospace Engineering Department at Cal Poly will offer the following courses this summer to students at Vandenberg AFB in two summer sessions starting 19 June and 24 July: AERO535 Advanced Aerospace Structural Analysis; AERO540 Elements of Rocket Propulsion; AERO 500 Individual Study; AERO 599 Design Project/Thesis. For Questions contact Base Education 5-5904 or new students go to <http://www.ess.calpoly.edu/admiss/> to apply for

program admission. Students already accepted into the program go to <http://www.power.calpoly.edu> to register.

g. CLEP English with Essay Testing: 15 Jun 01. College Level Examination Program (CLEP) English with Essay testing **FOR MILITARY ONLY** is scheduled for Friday, 15 Jun 01 at 0800 at the Base Education Center, Building 14002, provided enough people are scheduled. For an appointment, call Debbie at 5-5902.

h. University of Laverne: Effective 20 Aug 01 there will be a tuition increase from \$205.00 to \$215.00 and an increase in the application fee from \$35.00 to \$40.00 effective 1 July.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

New Classes:

Publisher 2000, Microsoft Publisher 2000 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Web sites. Publish easily to your desktop printer, at a copy shop, a commercial print shop, or directly to the Web. **Front Page 2000**, The Microsoft FrontPage® 2000 Web site creation and management tool gives you everything you need to create and manage exactly the site you want, whether you are creating a personal Web page or a corporate Internet or intranet site. **Form Flow**, Learn how to make this program behave better. **Equipment Custodian** classes are now available. **Lunch and Learn** sessions for selected topics. Check below for the list of currently scheduled classes, dates and times.

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

Computer Based Training (CBT) Facility. In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
May 2001					
5/25	Outlook 98 Email Only	Jim Wooding	13:00-16:00	11	0
5/29-31	Word 97	Lexi Schwartz	08:00-11:00	7	0
5/29-31	Outlook	Jim Wooding	13:00-16:00	8	0
June 2001					
6/1	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	12	0
6/4-8	PowerPoint 97	Jim Wooding	08:00-11:00	3	0
6/4-6	Word 2000	Lexi Schwartz	13:00-16:00	3	0
6/7	Intro to Computers	Jim Wooding	13:00-16:00	13	0
6/8	Palm PDA - Beginning	Lexi Schwartz	13:00-16:00	12	0
6/11-13	Excel 97	Jim Wooding	08:00-11:00	6	0
6/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	5	0
6/11	Defense Message System	Jim Wooding	13:00-16:00	10	0
6/12-14	Word 97	Lexi Schwartz	13:00-16:00	10	0
6/14	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	13	0
6/14	Defense Message System	Jim Wooding	08:00-11:00	11	0
6/15	Palm PDA Day Planning	Lexi Schwartz	08:00-11:00	14	0
6/18-22	Access 97	Lexi Schwartz	08:00-11:00	0	0

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6/18-22	PowerPoint 2000	Jim Wooding	13:00-16:00	4	0
6/25-29	Access 2000 Intermediate	Lexi Schwartz	08:00-11:00	9	0
6/25-27	Excel 2000	Jim Wooding	13:00-16:00	12	0
6/27-29	Outlook	Jim Wooding	08:00-11:00	12	0

July 2001

7/2	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/2-6	Publisher 2000	Lexi Schwartz	13:00-16:00	9	0
7/3	Defense Message System	Jim Wooding	08:00-12:30	14	0
7/5	Excel Advanced	Jim Wooding	08:00-12:30	14	0
7/6	Form Flow	Lexi Schwartz	08:00-12:30	12	0
7/6	Front Page 2000	Lexi Schwartz	13:00-16:00	14	0
7/9	Access Lab	Lexi Schwartz	08:00-11:00	14	0
7/9	Palm PDA - Beginning	Lexi Schwartz	13:00-16:00	14	0
7/10-12	Outlook	Jim Wooding	13:00-16:00	14	0
7/13	Outlook Email Only	Jim Wooding	08:00-11:00	13	0
7/16-18	Word 2000	Jim Wooding	08:00-11:00	12	0
7/16-20	Access 2000 Basic	Lexi Schwartz	13:00-16:00	12	0
7/19	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/20	Intro to Computers	Jim Wooding	08:00-11:00	14	0
7/23-26	Project 98	Lexi Schwartz	08:00-12:30	13	0
7/23-27	PowerPoint 97	Jim Wooding	13:00-16:00	13	0
7/27	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
7/30-1	Excel 97	Jim Wooding	08:00-12:30	14	0
7/30	Defense Message System	Jim Wooding	13:00-16:00	14	0
7/31-3	Publisher 2000	Lexi Schwartz	08:00-12:30	10	0

August 2001

8/2	Excel Advanced	Jim Wooding	08:00-12:30	14	0
8/3	Word Advanced	Lexi Schwartz	08:00-12:30	14	0
8/6-10	Front Page 2000	Lexi Schwartz	13:00-16:00	14	0
8/6-10	PowerPoint 2000	Jim Wooding	13:00-16:00	13	0
8/13	Outlook Email Only	Jim Wooding	08:00-11:00	14	0
8/13-17	Access 97	Lexi Schwartz	13:00-16:00	12	0
8/14-16	Excel 2000	Jim Wooding	08:00-12:30	13	0
8/17	Form Flow	Lexi Schwartz	08:00-11:00	13	0
8/20	Excel Advanced	Jim Wooding	08:00-11:00	14	0
8/20-24	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	12	0
8/21-23	Word 97	Jim Wooding	08:00-12:30	14	0
8/24	Outlook Email Only	Jim Wooding	08:00-12:30	14	0
8/27-29	Outlook	Jim Wooding	08:00-12:30	14	0
8/30	Defense Message System	Jim Wooding	08:00-12:30	14	0
8/31	Outlook Email Only	Jim Wooding	13:00-16:00	14	0

Lunch and Learn**May 2001**

5/21	Internet Explorer - Tips & Tricks	Jim Wooding	11:30-12:30	6	0
5/23	Excel - Macros	Jim Wooding	11:30-12:30	5	0
5/25	Word - Master and Sub Documents	Lexi Schwartz	11:30-12:30	7	0
5/30	Excel - Headers & Footers	Jim Wooding	11:30-12:30	6	0

June 2001

6/1	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	11	0
6/4	Word - Mail Merge	Lexi Schwartz	11:30-12:30	12	0
6/6	Office -- Routing Documents	Jim Wooding	11:30-12:30	12	0
6/8	Excel - Filtering, Sorting and Subtotals	Lexi Schwartz	11:30-12:30	14	0
6/11	Word - Tables	Lexi Schwartz	11:30-12:30	12	0
6/15	Excel - Conditional Formatting	Jim Wooding	11:30-12:30	14	0
6/18	What is Excel & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
6/20	Outlook - Calendaring	Jim Wooding	11:30-12:30	13	0

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6/22	Excel Help - Bring Questions	Lexi Schwartz	11:30-12:30	14	0
6/25	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	13	0
6/27	Word Help - Bring Questions	Lexi Schwartz	11:30-12:30	14	0
6/29	Outlook - Rules & Organizing Email	Jim Wooding	11:30-12:30	14	0
July 2001					
7/2	Excel - Formatting	Jim Wooding	11:30-12:30	13	0
7/6	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
7/9	Project Resources	Lexi Schwartz	11:30-12:30	14	0
7/11	Excel - Workbook Sharing	Jim Wooding	11:30-12:30	14	0
7/13	What is Project & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
7/16	Windows - Tips and Tricks	Jim Wooding	11:30-12:30	14	0
7/18	What is Access & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
7/20	PowerPoint - Inserting Sounds and Movies	Jim Wooding	11:30-12:30	14	0
7/23	Word - Styles	Lexi Schwartz	11:30-12:30	13	0
7/25	PowerPoint - Custom Animation	Jim Wooding	11:30-12:30	14	0
7/27	Excel Help - Bring Questions	Various	11:30-12:30	14	0
7/30	Outlook - Tasks: Making, Assigning & Tracking	Jim Wooding	11:30-12:30	14	0
August 2001					
8/1	Office-Object Linking & Embedding	Lexi Schwartz	11:30-12:30	13	0
8/3	Word - Table of Contents & Index	Lexi Schwartz	11:30-12:30	14	0
8/6	Excel - Macros	Jim Wooding	11:30-12:30	14	0
8/8	Word Help - Bring Questions	Various	11:30-12:30	14	0
8/10	Outlook - Meeting Planner	Jim Wooding	11:30-12:30	14	0
8/13	Project Resources	Lexi Schwartz	11:30-12:30	14	0
8/15	PowerPoint Help - Bring Questions	Various	11:30-12:30	14	0
8/17	Excel 97 - Pivot Tables	Lexi Schwartz	11:30-12:30	14	0
8/20	Excel - Headers & Footers	Jim Wooding	11:30-12:30	14	0
8/22	Internet Explorer - Tips & Tricks	Jim Wooding	11:30-12:30	14	0
8/24	Word - Columns	Lexi Schwartz	11:30-12:30	14	0
8/27	What is Access & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
8/29	What is Excel & What can I use it for?	Jim Wooding	11:30-12:30	14	0
8/31	What is Project & What can I use it for?	Lexi Schwartz	11:30-12:30	14	0
ADPE EC Training					
June 2001					
6/20	ADPE EC Training	Darlene Payne	09:00-10:30	8	0
July 2001					
7/18	ADPE EC Training	Darlene Payne	09:00-10:30	13	0
August 2001					
8/15	ADPE EC Training	Darlene Payne	09:00-10:30	14	0
Security					
May 2001					
5/23	EMSEC Training	Dianne Raynor	08:00-11:30	20	0
June 2001					
6/6	Certification & Accreditation	Dianne Raynor	08:00-11:30	14	0
July 2001					
7/11	UCM Training	Dianne Raynor	08:00-11:30	22	0
August 2001					
8/8	SATE Managers	Dianne Raynor	08:00-11:30	22	0